

Personnel Monthly

State Personnel Department

The State Personnel Department Welcomes PerksCard!



GREAT NEWS: THE STATE OF ALABAMA PERKSCARDS HAVE ARRIVED!

****The first 1,000 registrants will receive a Restaurant.com dining certificate valued at \$25.00, courtesy of PerksCard. Make sure you log onto www.perkscard.com to register, and then redeem your coupon!****

As an Alabama State employee, you will have access to hundreds of local and national businesses by registering your PerksCard online. Some of the businesses offering special discounts to all State of Alabama PerksCard holders are:

- Applebee's
- Jack's Family Restaurant
- Payless Shoesource
- Fandango Movie Ticketing Service
- First Command Financial Services
- Medical Weight Loss Solutions
- Gloor, Strickland & Haggerty, LLC
- ReMax Realty Centre
- Mountainview Gardens & Ballroom
- Walker Jackson Mortgage & Associated Business Services
- MetLife Auto/Home (for special discounts on MetLife auto and home insurance, call 1-800-GET-MET8)

The majority of these businesses can service many areas of the state, so be sure to mention and present your State of Alabama PerksCard in order to obtain your exclusive discount!

Visit the PerksCard website to find other businesses offering discounts in your local area. If you have any suggestions or own a retail/service business and would like to offer a discount, please feel free to contact PerksCard directly! You can contact Lisa LoFria by phone at 1-800-727-3757, ext. 110 or by email at llofria@perkscard.com (be sure to put "State of Alabama PerksCard" in the subject line).

If you have not yet received your PerksCard, please contact your agency's Personnel Manager.

Volume 4, Issue 3

July 2010

Special points of interest:

- State Personnel Training Schedule
- Donated Leave Requests: Your fellow State employees need your help!
- The State Personnel Board will meet July 21, 2010.

Inside this issue:

New "Lunch and Learn" Series Information	2
Training Schedule	2
Meet Employee of the Year: Charlene Crump	2-3
Great-West Deferred Compensation Update	3
Donated Leave Requests	4

Employee Recognition Nights with the Mobile BayBears!

The State Personnel Department is excited to announce two State Employee Recognition Nights hosted by the Mobile BayBears at their home stadium in Mobile! Bring your family and friends for a special recognition night thanking State employees for their hard work!

The Mobile BayBears are honoring all State employees on Thursday, July 29th when they will take on the Montgomery Biscuits and Thursday, August 26th when they take on the Huntsville Stars. All State employees

who announce themselves at the ticket window will receive



the buy one get one free ticket special offer. It's also "Thirsty

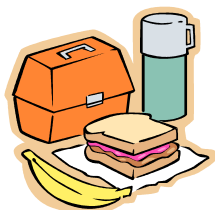
Thursday" from 6-8 pm at Hank Aaron Stadium and most drinks will be available for only \$1. The BayBears are proud to honor State employees and hope you can join them for an evening of baseball and beverages!

If you have any questions or comments about these events, please do not hesitate to contact the State Personnel Department by email at news-letter@personnel.alabama.gov. Thank you for all of your hard work and dedication throughout the year.

Personnel Training — New “Lunch and Learn” Series

Bring your lunch and learn about Domestic Violence in the Workplace

State Personnel and the Department of Public Safety are partnering together to bring a series of Lunch and Learns for State employees. Sgt. Addre Bryant says, “We are excited about this opportunity to provide educational seminars on personal safety issues that affect state employees.” When the State Personnel Department was approached by DPS “we were thrilled to be able to be a part of



this program,” said State Personnel Director Jackie Graham.

Our first topic is “Domestic Violence in the Workplace.” Domestic violence doesn’t stay at home when its victims go to work. It can follow them, resulting in violence in the workplace. It can spill over into the workplace when the victim is harassed by threatening phone calls, absent because of injuries or less productive from extreme stress. It is crucial that domestic abuse be seen as a serious recognizable and preventable problem. A study of domestic violence survivors found that 74% of employed battered women were harassed by their partners while they were at work.

Steve Searcy, the Executive Director of the Family Justice Center, is our first guest speaker. He retired from the Montgomery Police Department as a Lieutenant. While he was employed with MPD, he was in charge of the Domestic Violence Unit. Searcy brings a wealth of knowledge concerning this subject. After his presentation he will entertain a question and answer period.

The first Lunch and Learn will take place July 29, 2010 in the Folsom Administrative Building Training Room on the third floor from 12:10 until 12:50. Please bring your lunch and join us for this inaugural Lunch and Learn!

Personnel Training Schedule — July, August and September 2010

The seminars listed below are being offered in July, August and September. All training offered by State Personnel is free to the employee and the agency. For more information visit the State Personnel website at www.personnel.alabama.gov. To register for a class, please see your agency’s training coordinator. We look forward to seeing you in class!

July 22: Employment Law for Supervisors in Montgomery

July 27: Interview and Selection in Montgomery

July 30: Employment Law for Supervisors in Mobile at the Department of Transportation

August 19: Family and Medical Leave Act in Montgomery

August 25-26: Dynamics of Supervision in Montgomery

August 31: Performance Appraisal for Supervisors in Montgomery

September 1: Progressive Discipline in Montgomery

September 14: Interview and Selection in Mobile at the Department of Transportation

September 15-16: Dynamics of Supervision in Mobile at the Department of Transportation



September 28: Customer Service in Montgomery

September 29: Time Management in Montgomery

Meet Charlene Crump, Employee of the Year

Ms. Charlene Crump, an employee of the Department of Mental Health, was selected as State Employee of the Year, along with two other employees who we plan to highlight in future newsletters. Ms. Crump was nominated for Employee of the Year for hard work and outstanding service in the deaf and hard of hearing community.

Q: What led you to your job in Alabama State Government?

A: “I happened upon the job as a result of my involvement with the Department of Mental Health in their quest

to establish the Office of Deaf Services and was recruited by the (at that time) newly appointed State Director. I’ve been fortunate to be here since the office was originally opened and have enjoyed being part of the tremendous changes, growth and accomplishments of the office. Prior to that, I worked in other State agencies and have long been involved in the interpreting field.”

Q: What is your current position?

A: “State Coordinator for Interpreting Services with the Office of Deaf Ser-

vices, Mental Illness Division of the Department of Mental Health.”

Q: Could you tell us about your position?

A: “In this position, I am responsible for the development of mental health interpreting policy, establishing contracts and linkage agreements for interpreters and interns, providing supervision for interpreters on staff at various DMH facilities, overseeing the Mental Health Training for Interpreters and DMH Deaf Services Staff, managing MH Interpreter certification system according to Alabama Administra-

****Continued on Page 3

Deferred Compensation Corner — A Word From Great-West Retirement Services

Great West is excited to announce the rate for the Alabama Stable Value Fund will **increase** for the 3rd quarter to a 3.35% annualized rate.



Ready, Set, View

Electronic Statements with Online File Cabinet®

If you are a participant in the State of Alabama Deferred Compensation Plan, you will receive your 2nd quarter statement in the next couple of weeks. Several of you have asked about receiving the statements electronically. Online File Cabinet is the fast, easy, paperless way to view quarterly statements online. Online File Cabinet will store your statements so you can access, view and print them at your convenience.¹ You may also download and save statements to your hard drive, the way you would any other file from the Web.

Manage Your Accounts Efficiently and Coincidentally

Online File Cabinet provides you with a quick and easy way to get updates on your portfolio activity and view all of your account positions at a glance.

With Online File Cabinet, You Can:

- Receive e-mail notification when your statement has been posted and is ready to view on the secure Web site.
- Download and save your statements to your hard drive.
- View your statement at your convenience – 24/7.¹
- Eliminate the hassle of filing your paper statements.
- Reduce the volume of mail you receive.

It's Easy to Sign Up for Online File Cabinet:

- Log in to your secure Web site at www.AlabamaRetire.com.
- Click the Online File Cabinet link.
- Select "Consent" and review the Online File Cabinet Agreement.
- Check the box for electronic delivery, provide your e-mail address and click "Submit."

If you have any questions about Online File Cabinet, or any of our product and services, please contact your local representative and schedule a time to talk. To reach your area representative, call (877) 313-2262, option 2.

And finally, **we'd like to extend our congratulations to Nicole Durham and Great-West, who received the APEX Grand Award for the State of Alabama Transition Materials! APEX recognizes excellence in publication and the Grand Award is the highest honor this organization awards. We are proud of Alabama's Deferred Compensation Plan!**

¹ Access to the website may be limited or unavailable during periods of peak demand, market volatility, systems upgrades/maintenance or other reasons.

Securities, when offered, are offered through GWFS Equities, Inc., a wholly owned subsidiary of Great-West Life & Annuity Insurance Company. Not intended for use in New York. Online File Cabinet® is a registered service mark of Great-West Life & Annuity Insurance Company. ©2010 Great-West Life & Annuity Insurance Company. All rights reserved. Form# F3023_AL (06/2010) PT105626

Meet Charlene Crump: Employee of the Year, Continued

tive Code, providing Interpreting support for Director of Office of Deaf Services and Department related functions, providing Technical Assistance to interpreters and clinicians within the department, reviewing and monitoring DMH invoicing and reimbursement policies for interpreters, coordinating Sign Language Proficiency Interview system and coordinating and providing sign language

and deaf awareness training to DMH staff."

Q: What do you believe are the greatest rewards of being in State service?

A: "Being a State employee has given me tremendous opportunity to serve individuals in our state - knowing that the work we do makes a difference. It has also been a catalyst for

professional growth. Beyond anything, I have appreciated the opportunity to work with others as part of a team, and I am very fortunate to work alongside some amazing people."

Q: And now the most important question – Alabama or Auburn?

A: "I've bled crimson since birth! Rooo!!! Tide!"

State Personnel Department

Folsom Administrative Building
64 North Union Street, Suite 300
Montgomery, AL 36130-4100

Editors: Katie O'Connell and Brittany Woodham
Phone: 334-353-3747

E-mail: newsletter@personnel.alabama.gov



The Alabama Merit System law created the Personnel Department to be administered by a Personnel Director who answers to an independent board. The Board currently consists of five members who serve staggered six-year terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House, and one member is an elected classified State employee who is subject to all merit system rules and regulations.

By law the Board is required to meet once each month. Its principal functions are to:

- * adopt and amend rules and regulations;
- * adopt and modify classification and pay plans;
- * hear the appeals of employees who have been dismissed;
- * represent public interest in the improvement of personnel administration in state service; and
- * advise and assist the Personnel Director.

The Personnel Department is divided into 9 major areas: Classification and Pay; Examination, Recruitment and Certification; Personnel and Payroll Audit; Information Systems; Training; Legal; Administrative Law Judge; Transportation Work Group; and Administration. Please remember, the Personnel Department is here to protect the merit system and to serve as a resource for State employees and the citizens of Alabama!

The State Personnel Board is scheduled to meet on July 21, 2010 at 10:00 a.m. in the Board Room on the 3rd Floor of the Folsom Administrative Building in Montgomery. The meeting is open to the public.

Donated Leave Requests

To assist those who have qualified for catastrophic sick leave, State Personnel is listing the names of those State employees who are in need of donated leave. The following individuals need your help:

- | | | |
|---|--|--|
| ◆ Sarah Anderson with Mental Health; | ◆ Nancy Harrison with Rehabilitation Services; | ◆ Dale Pringle with Corrections; |
| ◆ Altrice Austin with Corrections; | ◆ Shirley Head with Public Safety; | ◆ Barbara Pritchett with Human Resources; |
| ◆ Melissa Baker with Human Resources; | ◆ Ronald Henslee with Transportation; | ◆ Kevin Pugh with Public Safety; |
| ◆ Percy Barlow with Transportation; | ◆ Yaquelin Herrera with Transportation; | ◆ Stephanie Redus with Public Health; |
| ◆ Pamela Barnes with Human Resources; | ◆ Susan Hill with Revenue; | ◆ Heather Revell with Transportation; |
| ◆ Latina Benard with Mental Health; | ◆ Emily Holder with Retirement Systems; | ◆ Dana Revels with Human Resources; |
| ◆ Kroshoma Bibb with Corrections; | ◆ Debra Hooten with Revenue; | ◆ Arnold Richardson with Youth Services; |
| ◆ Leslie Billings with Pardons & Paroles; | ◆ James Houle with Conservation; | ◆ Jason Sassin with Public Safety; |
| ◆ Katasha Bozeman with Rehabilitation Services; | ◆ Melissa Ivy with Public Health; | ◆ Carolyn Sayles with ABC Board; |
| ◆ J. Unis Bozeman with Transportation; | ◆ Tonya Jinright with Corrections; | ◆ Katherine Sharich with ABC Board; |
| ◆ Tammye Brammer with Public Health; | ◆ Bryan Johns with Mental Health; | ◆ Tina Sheets with Corrections; |
| ◆ Arthur Bristow with Revenue; | ◆ John Jones with Transportation; | ◆ Glyndon Shurney with Mental Health; |
| ◆ Victoria Broussard with Public Health; | ◆ Vicki Jones with Human Resources; | ◆ Johnnie Simon with Revenue; |
| ◆ Randell Burroughs with Transportation; | ◆ Dawn Renee Lane with Conservation; | ◆ Ernest Smith, Jr. with Transportation; |
| ◆ Ann Burroughs-Walker with Cosmetology; | ◆ Shae Lawson with Public Health; | ◆ Robert Smith with Transportation; |
| ◆ JenaAnne Campbell with Corrections; | ◆ Anita Lee with Public Health; | ◆ Markisha Snowden with Medicaid; |
| ◆ Winifred Cannon with Mental Health; | ◆ Kathryn Lepper with Human Resources; | ◆ Annie Spann with Corrections; |
| ◆ Candice Caviness with Transportation; | ◆ Natalie Lewis with Medicaid; | ◆ Monica Spencer with Human Resources; |
| ◆ Tacqua Clemon with Human Resources; | ◆ Dorothy Long with Transportation; | ◆ Nekesha Steele with Mental Health; |
| ◆ Sandra Cole with Transportation; | ◆ Paulette Long with Environmental Management; | ◆ Para Stevens with Human Resources; |
| ◆ Tiffany Crawford with Pardons and Paroles; | ◆ Terri Loving with Finance; | ◆ Jacqueline Stokes with Human Resources; |
| ◆ Brenda Creel with Retirement Systems; | ◆ Krishandra Lyons with Human Resources; | ◆ Kathy Stoudemire with Revenue; |
| ◆ Laura Cuthbert with Attorney General; | ◆ Leslie Mackey with Revenue; | ◆ Edna Sutton with Mental Health; |
| ◆ Ruth Daniels with Public Health; | ◆ Richard Mackey with Transportation; | ◆ Cornelius Thomas with Transportation; |
| ◆ Toni Dawson with Public Health; | ◆ Vanessa Major with Medicaid; | ◆ Ellen Thornton with Human Resources; |
| ◆ Charles Dement with Public Safety; | ◆ Teresa Mallows with Revenue; | ◆ Stephanie Thornton with Attorney General; |
| ◆ Casey Dunn with Finance; | ◆ Grace Maloy with Corrections; | ◆ Kathleen Trickle with Mental Health; |
| ◆ Vicki Elliott with Human Resources; | ◆ Misty Markham with Public Health; | ◆ Gregory Tubbs with Transportation; |
| ◆ Terry Farmer with Public Safety; | ◆ Linda Marshall with Human Resources; | ◆ Zakika Varner with Agriculture & Industries; |
| ◆ Ida Farris with Corrections; | ◆ Melissa Marshall with Human Resources; | ◆ Tyrita Warren with Mental Health; |
| ◆ James Farris with Revenue; | ◆ Vickie McGee with Transportation; | ◆ Kelli Weeks with Human Resources; |
| ◆ Irina Flannagin with Public Health; | ◆ Johnnie Melton with Human Resources; | ◆ Tabitha Weldon with Conservation; |
| ◆ Traci Floyd with Revenue; | ◆ Barbara Mills with Human Resources; | ◆ Audrey Wilhelm with Mental Health; |
| ◆ Gary Foster with Transportation; | ◆ Pamela Mitchell with Mental Health; | ◆ Alberta Williams with Corrections; |
| ◆ Jacqueline Gaines with Human Resources; | ◆ Tessa Mitchell with Human Resources; | ◆ Cassandra Williams with Transportation; |
| ◆ Kelvin Gary with Corrections; | ◆ Dean Moore with Finance; | ◆ Michelle Williams with Mental Health; |
| ◆ April Godwin with Public Health; | ◆ Elise Moore with Rehabilitation Services; | ◆ Sonnie Williams with Transportation; |
| ◆ Kenneth Golson with Finance; | ◆ Tawana Moton with Mental Health; | ◆ Lamar Winston with Transportation; |
| ◆ Denise Graham with Rehabilitation Services; | ◆ Betty Nowden Public Safety; | ◆ Remona Winston with Public Health; |
| ◆ Danita Grayson with Human Resources; | ◆ Rachell Oakes with Human Resources; | ◆ Stephanie Womble with Revenue; and |
| ◆ Mary Joan Greene with Public Health; | ◆ Bernadine Odom with Transportation; | ◆ Shirley Wright with Revenue. |
| ◆ Wanda Griffith with Corrections; | ◆ Derius Page with Transportation; | |
| ◆ Angela Hamilton with Corrections; | ◆ Danielle Parris with Human Resources; | |
| ◆ James Harrison with Environmental Management; | ◆ Angela Payton with State Docks; | |
| | ◆ Wendy Penton with Finance; | |
| | ◆ Brittney Petty with Mental Health; | |
| | ◆ Erika Pickett with Revenue; | |
| | ◆ Darendia Posey with Human Resources; | |

For more information on how to donate leave to one of these individuals, please visit the State Personnel website at www.personnel.alabama.gov. To donate your leave to a qualified employee, please visit your personnel manager and request a Form 25A or [download](#) it from the State Personnel website.